Western Cape Government
Provincial Treasury

Appendix A

LG MTEC INTEGRATED PLANNING AND BUDGETING: 2019/20 CHECKLIST SUBMISSION OF FINAL BUDGET DOCUMENTATION

MUNICIPALITY: WC031 - THEEWATERSKLOOF

In completing and signing the budget documentation checklist below, the municipality confirms that Schedule A1 **complies with the Municipal Budget and Reporting Regulations (MBRR)** and that the main tables (A1 - A10) and the supporting tables (SA1 – SA38) are completed in ***version 6.3*** of Schedule A1 (the Excel formats) and **drawn directly from the municipal financial system**.

Please ensure that (as per MFMA Circular 72) **each page of the hard copy of the budget documentation** as set out in Schedule A of the Municipal Budget and Reporting Regulations, including the main Tables (A1 - A10) and all the supporting tables (SA1 – SA38) and prescribed minimum narrative information that is submitted to Provincial Treasury (and National Treasury) **has been stamped and signed** by the secretariat responsible for ensuring accurate records of council decisions.

The IDP Document as set out in Section 26, 32 and 34 of the Local Government: Municipal Systems Act, No 32 of 2000 and Regulations (MSA) and Section 21 of the Local Government Municipal Finance Management Act 56 of 2003 (MFMA).

Budget Documentation	Hard Copy			Soft Copy (correlates with hard copy)		
	Yes	No	N/A	Yes	No	N/A
Council Resolution in terms of the Budget		X			X	
Final Service Delivery and Budget Implementation Plan	X			X		
Procurement Plan	X			X		
Final Service Level Standards	X			X		
Signed Quality Certificate as prescribed in the MBRR	X			X		

Prescribed Minimum Budget Narrative Information	Stamped and Signed Hard Copy Budget Narrative			Soft Copy (correlates with hard copy)		
Budget Narrative	X			X		
Municipal Budget Tables: Tables A1 to A10	**Stamped and Signed Hard Copy A1 – A10**			**Soft Copy (correlates with hard copy)**		
Table A1: Budget Summary	X			X		
Table A2: Budgeted Financial Performance (revenue and expenditure by standard classification)	X			X		
Table A2A: Budgeted Financial Performance (revenue and expenditure by standard classification)	X			X		
Table A3: Budgeted Financial Performance (revenue and expenditure by municipal vote)	X			X		
Table A3A: Budgeted Financial Performance (revenue and expenditure by municipal vote)	X			X		
Table A4: Budgeted Financial Performance (revenue and expenditure)	X			X		
Table A5: Budgeted Capital Expenditure (by vote, standard classification & funding source)	X			X		
Table A5A: Budgeted Capital Expenditure (by vote, standard classification & funding source)	X			X		
Table A6: Budgeted Financial Position	X			X		
Table A7: Budgeted Cash Flow	X			X		
Municipal Budget Tables: Tables A1 to A10	**Stamped and Signed Hard Copy A1 – A10**			**Soft Copy (correlates with hard copy)**		
Table A8: Cash Backed Reserves/Accumulated Surplus Reconciliation	X			X		
Table A9: Asset Management	X			X		
Table A10: Basic Service Delivery Measurement	X			X		
Municipal Budget Supporting Tables: Supporting Tables SA1 to SA38	**Stamped and Signed Hard Copy SA1 – SA38**			**Soft Copy (correlates with hard copy)**		
SA1: Supporting Detail to Budgeted Financial Performance	X			X		
SA2: Matrix Financial Performance Budget (revenue source/expenditure type and department)	X			X		
SA3: Supporting Detail to Budgeted Financial Position	X			X		

Municipal Budget Supporting Tables: Supporting Tables SA1 to SA38	Stamped and Signed Hard Copy SA1 – SA38			Soft Copy (correlates with hard copy)		
SA4: Reconciliation of IDP Strategic Objectives and Budget (revenue)	X			X		
SA5: Reconciliation of IDP Strategic Objectives and Budget (operating expenditure)	X			X		
SA6: Reconciliation of IDP Strategic Objectives and Budget (capital expenditure)	X			X		
SA7: Measurable Performance Objectives	X			X		
SA8: Performance Indicators and Benchmarks	X			X		
SA9: Social, Economic and Demographic Statistics and Assumptions	X			X		
SA10: Funding Measurement	X			X		
SA11: Property Rates Summary	X			X		
SA12a: Property Rates by Category (current year)	X			X		
SA12b: Property Rates by Category (budget year)	X			X		
SA13a: Service Tariffs by Category	X			X		
SA13b: Service Tariffs by Category (explanatory)	X			X		
SA 14: Household Bills	X			X		
Municipal Budget Supporting Tables: Supporting Tables SA1 to SA38	**Stamped and Signed Hard Copy SA1 – SA38**			**Soft Copy (correlates with hard copy)**		
SA15: Investment Particulars by Type	X			X		
SA16: Investment Particulars by Type	X			X		
SA17: Borrowing	X			X		
SA18: Transfers and Grant Receipts	X			X		
SA19: Expenditure on Transfers and Grant Programme	X			X		
SA20: Reconciliation of Transfers, Grant Receipts and Unspent Funds	X			X		
SA21: Transfers and Grants made by the Municipality	X			X		
SA22: Summary Councillor and Staff Benefits	X			X		
SA23: Salaries, Allowances and Benefits (political office bearers/councillors/senior managers)	X			X		
SA24: Summary of Personnel Numbers	X			X		
SA25: Budgeted Monthly Revenue and Expenditure	X			X		
SA26: Budgeted Monthly Revenue and Expenditure (municipal vote)	X			X		

SA27: Budgeted Monthly Revenue and Expenditure (standard classification)	X			X		
SA28: Budgeted Monthly Capital Expenditure (municipal vote)	X			X		
SA29: Budgeted Monthly Capital Expenditure (standard classification)	X			X		
SA30: Budgeted Monthly Cash Flow	X			X		
SA31: Aggregated Entity Budget (where applicable)	X			X		
SA32: List of External Mechanisms	X			X		
SA33: Contracts having Future Budgetary Implications	X			X		
SA34a: Capital Expenditure on New Assets by Asset Class	X			X		
Municipal Budget Supporting Tables: Supporting Tables SA1 to SA38	**Stamped and Signed Hard Copy SA1 – SA38**			**Soft Copy (correlates with hard copy)**		
SA34b: Capital Expenditure on the Renewal of Existing Assets by Asset Class	X			X		
SA34c: Repairs and Maintenance Expenditure by Asset Class	X			X		
SA34d: Depreciation by Asset Class	X			X		
SA34e: Upgrading of Existing Infrastructure	X			X		
SA35: Future Financial Implications of the Capital Budget	X			X		
SA36: Detail Capital Budget	X			X		
SA37: Projects Delayed from Previous Financial Years	X			X		
SA38: Consolidated Detail Operational Projects	X			X		
Budget Related Policies	**Hard copies**			**Soft Copy (correlates with hard copy)**		
Information on any amendments to budget related policies	X			X		
Suite of budget related policies	*Soft copies only*					

IDP and Related Documentation	Hard copies			Soft Copy (correlates with hard copy)		
Council Resolution in terms of the IDP			X			X
Final Integrated Development Plan	X			X		
Process Plan/Time schedule according to Section 29 of the MSA read in conjunction with Section 21 (b) of the MFMA	X			X		

Name: Carisha Johnson

Signature:

Date: 29.05.2019